

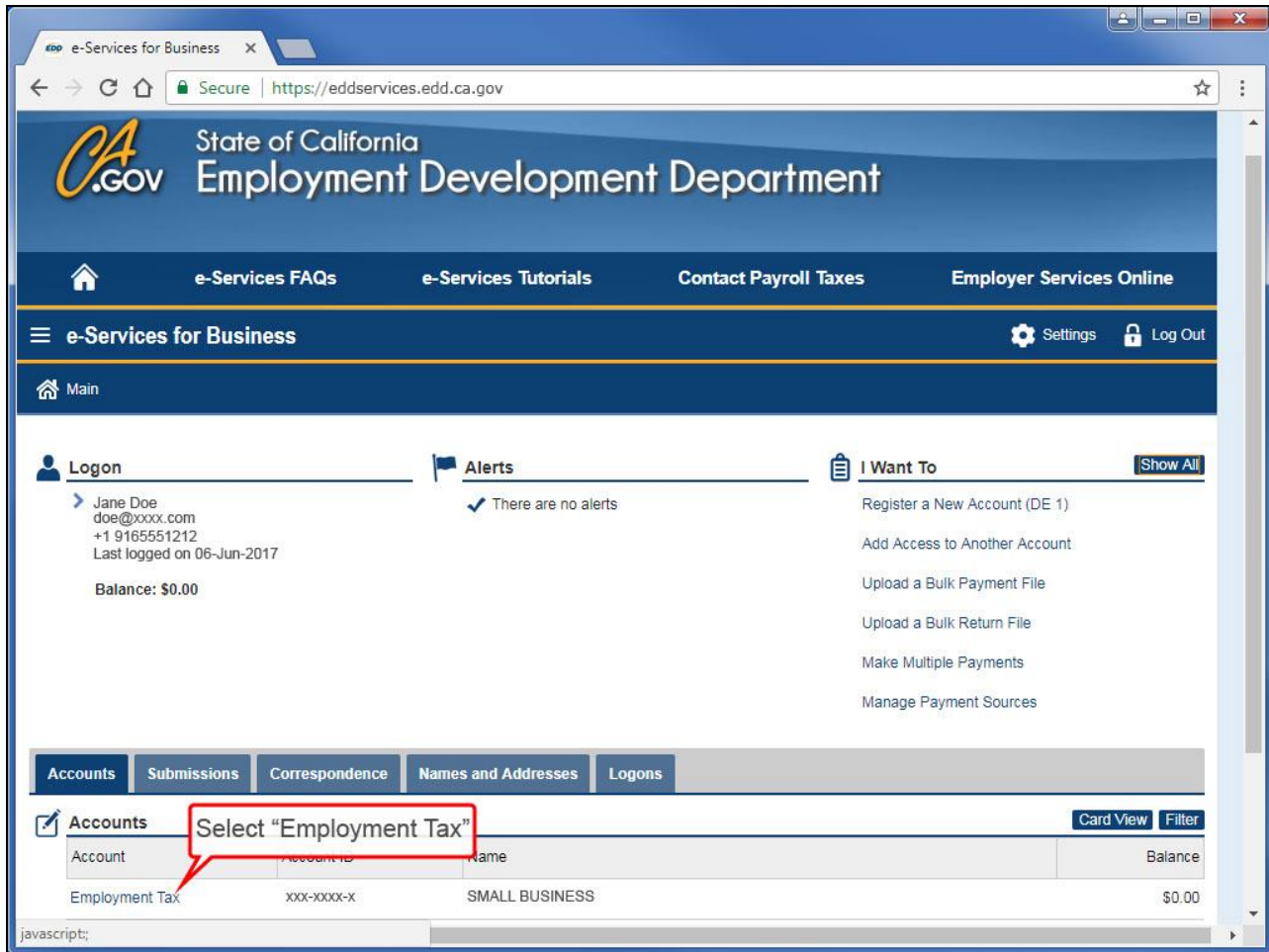
# I Want to Adjust a Tax Return or Wage Report

- *Employer of Household Worker(s) Annual Payroll Tax Return* (DE 3HW)
- *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings* (DE 3BHW)
- *Quarterly Contribution Return* (for Voluntary Plan Employers) (DE 3D)
- *Quarterly Contribution Return and Report of Wages* (DE 9)
- *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C)
- *Quarterly Contribution Return for School Employers* (DE 9423)

## Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. Tax returns and wage reports can be adjusted by using e-Services for Business.

This tutorial will show you how to adjust a *Quarterly Contribution Return and Report of Wages* (DE 9) and a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) for an employment tax account and can be used as a guide when filing other tax returns and wage reports if corrections need to be made. We will begin at the e-Services for Business home page.



## Slide notes

This is the e-Services for Business home page. Select the "Employment Tax" link for the account for which you would like to adjust a tax return.

The screenshot shows the EDD e-Services for Business website. The browser address bar displays <https://eddservices.edd.ca.gov>. The main navigation bar includes links for e-Services FAQs, e-Services Tutorials, Contact Payroll Taxes, and Employer Services Online. The user is logged in as 'Main' with account ID 'XXX-XXXX-X'. The account was last updated on 05-Mar-2018 at 11:24:50.

The account information section shows:

- Account:** SMALL BUSINESS, XXXX-XXXXXXX
- Employment Tax:** XXX-XXXX-X
- Balance:** \$0.00

The **Account Alerts** section indicates there are no alerts.

The **I Want To** section lists several actions: Make a Payment, File or Adjust a Return or Wage Report, View My Payments, Update Account Information, Close Account, and Get My UI Rate.

The **Recent Periods** table is shown below:

Period	Balance	Return Status	Message
<a href="#">31-Mar-2018</a>		Multiple Returns	<a href="#">File Return</a>
<a href="#">31-Dec-2017</a>	\$0.00	Multiple Returns	
<a href="#">30-Sep-2017</a>	\$0.00	Multiple Returns	

A red box highlights the '31-Dec-2017' period, with a callout saying "Select '31-Dec-2017'".

## Slide notes

Select the "Period" link for the period you wish to adjust. For this example, we select "31-Dec-2017."

The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the EDD logo and the text 'State of California Employment Development Department'. The navigation bar contains links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The main content area is divided into three sections: 'Period', 'Period Alerts', and 'I Want To'. The 'Period' section shows account details for 'SMALL BUSINESS' with a balance of \$0.00 as of 31-Dec-2017. The 'Period Alerts' section is empty. The 'I Want To' section contains two links: 'Make a Payment' and 'File or Adjust a Return or Wage Report'. A red box highlights the 'File or Adjust a Return or Wage Report' link, with a callout box containing the text 'Select "File or Adjust a Return or Wage Report"'. Below the 'I Want To' section, there is a 'Summary' table and a 'Period Activity' table.

Summary		Period Activity	
Tax	\$315.00	16-Jan-2018	Payment posted
Credit	(\$315.00)	09-Jan-2018	Processed
Balance	\$0.00	09-Jan-2018	Processed
		15-Dec-2017	Payment posted
		16-Nov-2017	Payment posted

## Slide notes

This page displays all alerts and activity for the period we just selected. Select the "File or Adjust a Return or Wage Report" link from the "I Want To" menu.

EDD e-Services for Business X

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Main Settings Log Out

Main > Account: XXX-XXXX-X > 31-Dec-2017 > Returns

Returns for 31-Dec-2017 Filter

	Received Date	Due Date	Return	Status
File Now			Tax Return	
File Now			Wage Report	
<a href="#">View or Adjust Return</a>	09-Jan-2018	31-Jan-2018	Tax Return	Processed
<a href="#">View or Adjust Return</a>	09-Jan-2018	31-Jan-2018	Wage Report	Processed

4 Rows

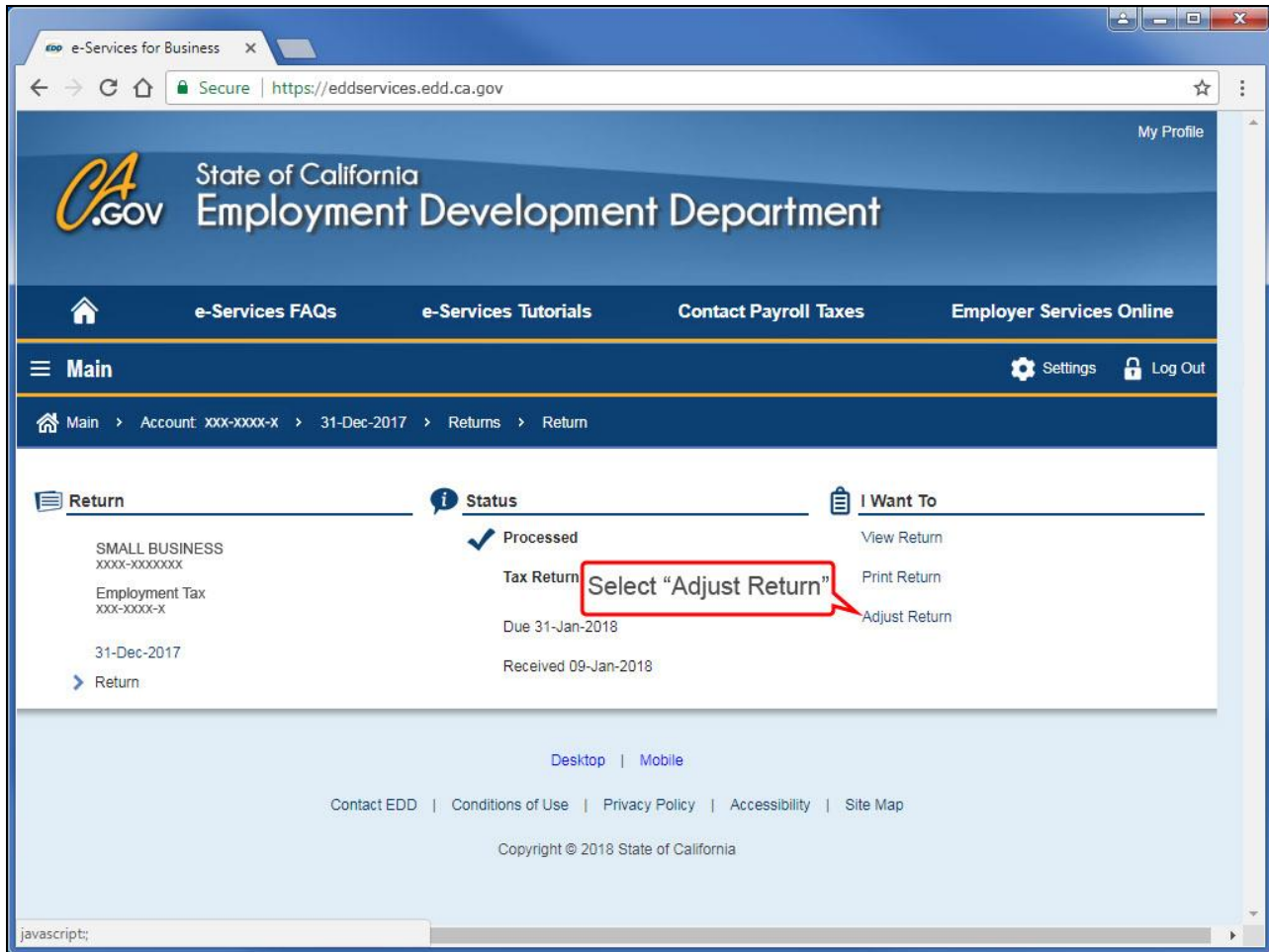
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## Slide notes

Select the “View or Adjust Return” link next to the tax return.



## Slide notes

This page displays information about the tax return, such as when it was filed and the status of the request. Select "Adjust Return" to adjust the tax return.

e-Services for Business X

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Tax Return

1. Payroll Information: 31-Dec-2017 Tax Return for xxx-xxxx-x

**Payroll Information: 31-Dec-2017 Tax Return for xxx-xxxx-x**

Do you have payroll to report? ☒ Yes ☐ No

Save Draft Cancel

Previous **Next**

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## Slide notes

Answer "Yes" or "No" to the question, "Do you have payroll to report?" For this demonstration, we are going to select "Yes." Select "Next" to continue.



e-Services for Business x

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Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Tax Return

1. Payroll Information: 31-Dec-2017 Tax Return for xxx-xxxx-x 2. Wage Information: 31-Dec-2017 Tax Return for xxx-xxxx-x

### Wage Information: 31-Dec-2017 Tax Return for xxx-xxxx-x

[Instructions](#)

Total Subject Wages Paid this Quarter				7,000.00
Unemployment Insurance (UI)	UI %	UI Wages		UI Contributions
Total employee wages up to \$7000 per employee per calendar year.	6.20 x	7,000.00	=	\$434.00
Employment Training Tax (ETT)	ETT %	ETT Wages		ETT Contribution
Total employee wages up to \$7000 per employee per calendar year.	0.00 x	\$7,000.00	=	\$0.00
State Disability Insurance (SDI)	SDI %	SDI Wages		SDI Contribution
Total employee wages up to \$110902 per employee per calendar year.	0.90 x	7,000.00	=	63.00
Personal Income Tax (PIT) Withheld				0.00
Subtotal (Sum of UI, ETT, SDI and PIT)				\$497.00
Less: Contributions and Withholdings Paid for the Quarter				\$497.00
Does not include Penalty & Interest payments.				
Total Taxes Due or Overpaid				0.00

Select "Next"

Save Draft Cancel < Previous Next >

Desktop | Mobile

## Slide notes

Here we can see the previously filed tax return with the figures already prepopulated. The fields "Total Subject Wages Paid this Quarter, UI Wages, SDI Wages, SDI Contribution, Personal Income Tax (PIT) Withheld, and Less Contributions and Withholdings Paid for the Quarter" are now editable.

Complete the form with your new wage and contribution information. Select "Next" to continue



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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Tax Return

1. Tax Return for xxx-xxxx-x 2. Wage Information: 31-Dec-2017 Tax Return for xxx-xxxx-x 3. Additional Information: 31-Dec-2017 Tax Return for xxx-xxxx-x

### Additional Information: 31-Dec-2017 Tax Return for xxx-xxxx-x

**Amendment Information**

Reason for Adjustment

Enter your reason for adjustment here. Required

Save Draft Cancel

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## Slide notes

The "Reason for Adjustment" field is required. Enter your reason for adjusting the tax return then select "Next" to continue.

The screenshot displays the EDD e-Services for Business portal. The browser address bar shows the URL <https://eddservices.edd.ca.gov>. The page header includes the CA.gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area shows a progress bar with four steps: "1. Account Information", "2. Wage Information: 31-Dec-2017 Tax Return for xxx-xxxx-x", "3. Additional Information: 31-Dec-2017 Tax Return for xxx-xxxx-x", and "4. Declaration". The "Declaration" step is currently active. A red box highlights the declaration form fields, which include a statement "I declare that the information herein is true and correct to the best of my knowledge." and input fields for "First Name" (Jane), "Last Name" (Doe), "Title" (Owner), "Phone Number" (999-999-9999), and "Email" (JDoe@gmail.com). Another red box points to the "Submit" button at the bottom right of the page.

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e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Tax Return

x-xxxx-x 2. Wage Information: 31-Dec-2017 Tax Return for xxx-xxxx-x 3. Additional Information: 31-Dec-2017 Tax Return for xxx-xxxx-x 4. Declaration

**Declaration**

I declare that the information herein is true and correct to the best of my knowledge.

First Name Jane

Last Name Doe

Title Owner

Phone Number 999-999-9999

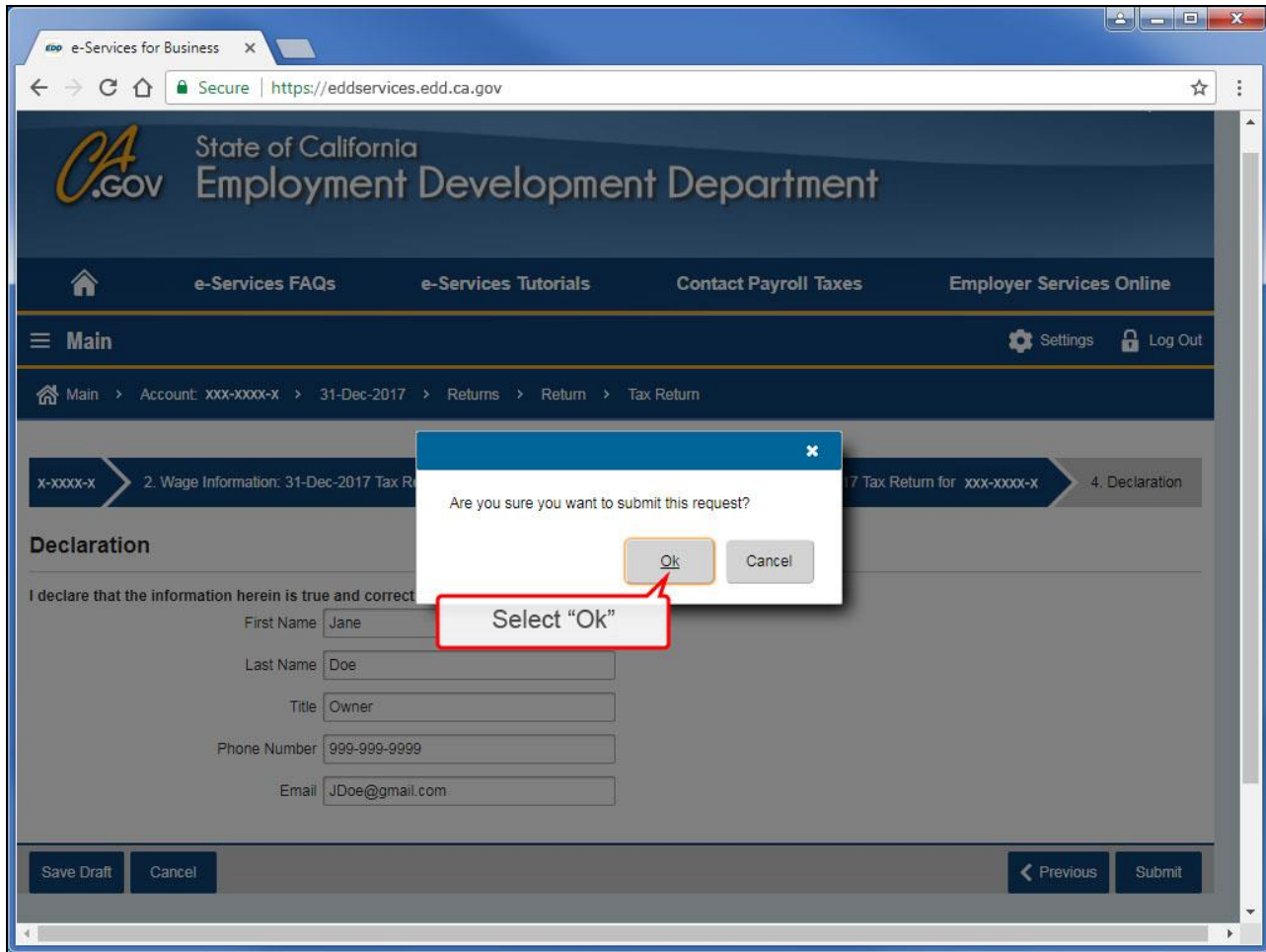
Email JDoe@gmail.com

Save Draft Cancel Previous Submit

Select "Submit"

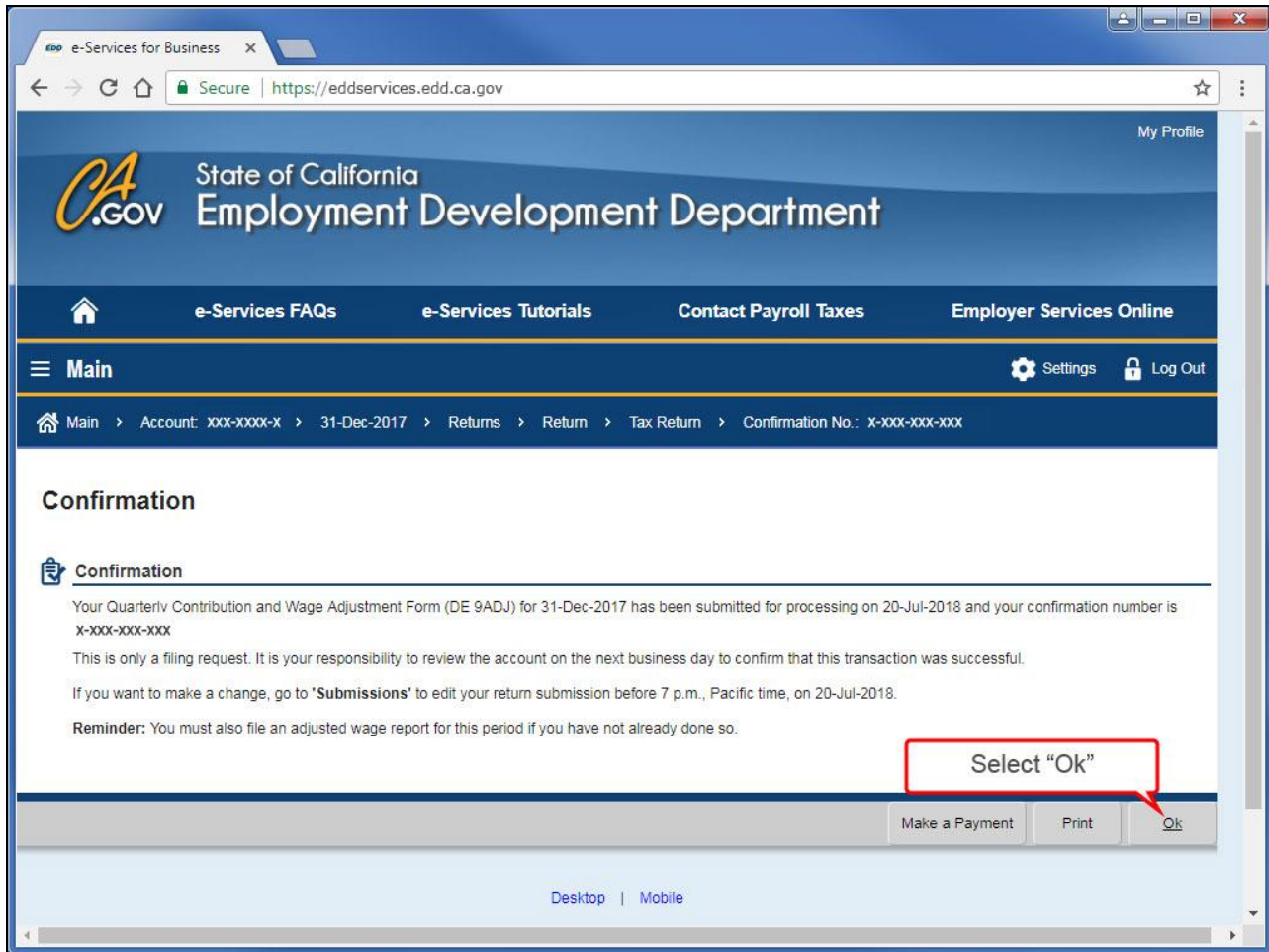
## Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



## Slide notes

Are you sure you want to submit this request? Select "Ok" to continue.



## Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "Ok" to continue.

The screenshot shows the EDD e-Services for Business portal. The header includes the EDD logo and the text 'State of California Employment Development Department'. The navigation bar contains links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The main content area displays a table of returns for 31-Dec-2017. A red box highlights the 'View or Adjust Return' link for a processed wage report.

	Received Date	Due Date	Return	Status
<a href="#">File Now</a>			Tax Return	
<a href="#">File Now</a>			Wage Report	
<a href="#">View Submission</a>		01-Jan-2018	Tax Return	Pending...
<a href="#">View or Adjust Return</a>	09-Jan-2018	31-Jan-2018	Wage Report	Processed

4 Rows

Desktop | Mobile

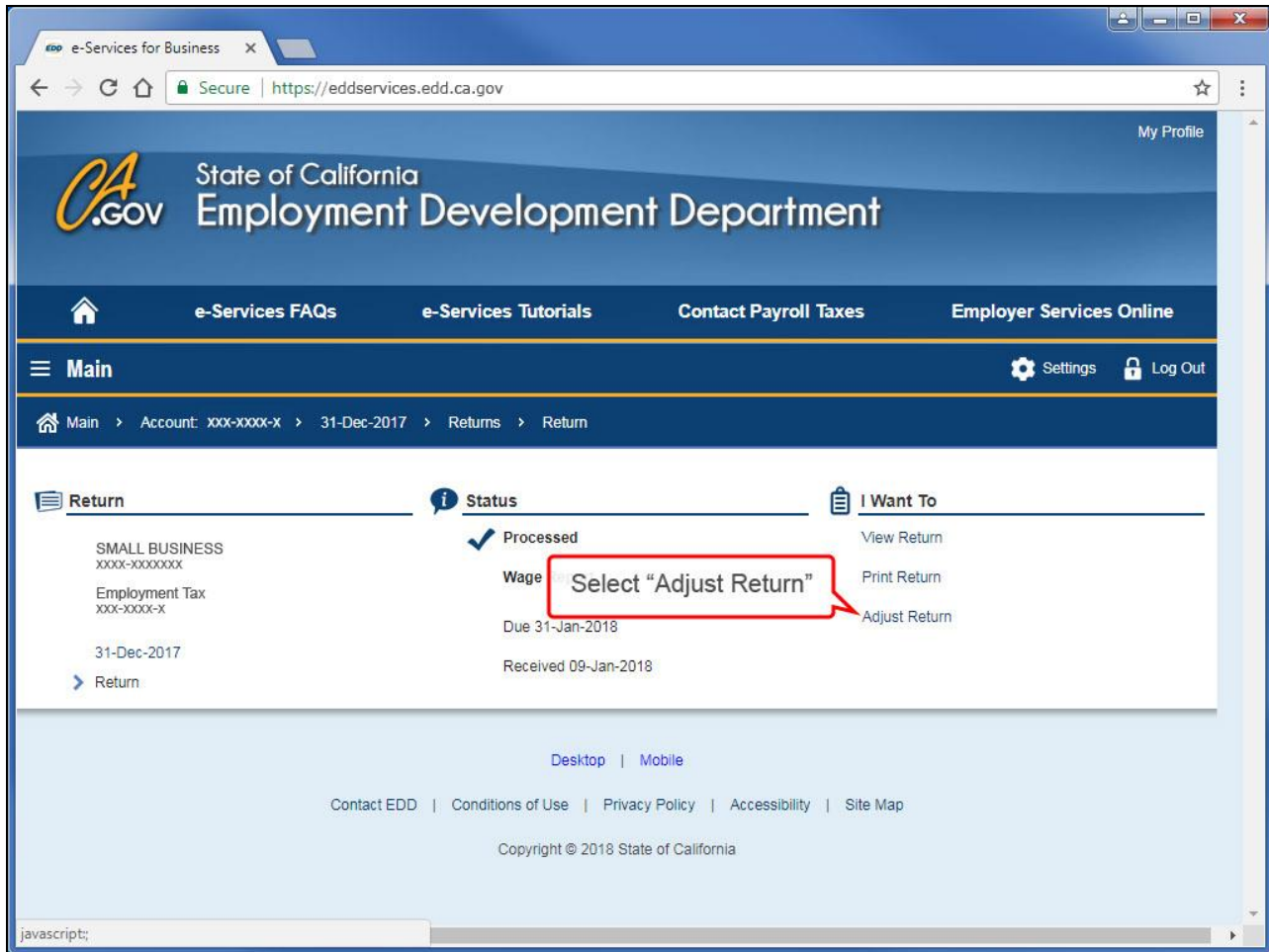
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## Slide notes

Next we are going to adjust a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). We are on the “Return” page for 31-Dec-2017.

Select the “View or Adjust Return” next to the processed wage report.



## Slide notes

This page displays information about the wage report, such as when it was filed and the status of the request. Select "Adjust Return" to adjust the report.



The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the EDD logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area shows the "Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x" section. A red box highlights the "Next" button, with a red arrow pointing to it and the text "Select 'Next'".

1. Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

**Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x**

Do you have payroll to report? ☒ Yes ☐ No

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

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## Slide notes

Answer "Yes" or "No" to the question, "Do you have payroll to report?" For this demonstration, we are going to select "Yes." Select "Next" to continue.

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Wage Report

1. Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x 2. Import Wage File

### Import Wage File

Do you want to import a file?

☐ Yes ☒ No

Please select an option.  
Please select an option.

Save Draft Cancel Previous Next

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## Slide notes

Select "Yes" or "No" to the question "Do you want to import a file?"

The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the EDD logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area shows a progress bar with two steps: "1. Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x" and "2. Import Wage File". Below the progress bar, the "Import Wage File" section asks "Do you want to import a file?" with "Yes" and "No" buttons. A red box highlights the "Next" button with the text "Select 'Next'". The footer contains links for "Desktop" and "Mobile", and a copyright notice for 2018 State of California.

## Slide notes

For this demonstration, we select "No." Select "Next" to continue.

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Wage Report


1. Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x 2. Import Wage File 3. Wage Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

### Wage Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

Report only the wage lines being corrected in the wage detail table.

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

[Instructions](#)

Wage Detail								Filter
	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
	123-45-6789	JANE		DOE	7,000.00	0.00	0.00	S

[Clear All Wages](#)  
[Clear All Fields](#)

Save Draft Cancel Previous Next

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## Slide notes

Complete the form with your new wage information.

e-Services for Business X

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Wage Report

1. Payroll Information: 31-Dec-2017 Wage Report for xxx-xxxx-x 2. Import Wage File 3. Wage Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

### Wage Information: 31-Dec-2017 Wage Report for xxx-xxxx-x



Report only the wage lines being corrected in the wage detail table.

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

[Instructions](#)

#### Wage Detail Filter

Show Errors 1 - 2 of 2

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
	123-45-6789	JANE		DOE	7,000.00	0.00	0.00	S
	987-65-4321	JOHN		DOE	7,000.00	0.00	0.00	S

2 Rows

[Clear All Wages](#)  
[Clear All Fields](#)

Save Draft Cancel < Previous Next >

Select "Next"

## Slide notes

Select "Next" to continue.

e-Services for Business X

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Wage Report

2. Import Wage File 3. Wage Information: 31-Dec-2017 Wage Report for xxx-xxxx-x 4. Employee Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

### Employee Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

Number of Employees in 1st Month

Number of Employees in 2nd Month

Number of Employees in 3rd Month

One month must be more than zero

Wage Detail Totals

**Amended Wage Totals**

Total Subject Wages	<input type="text" value="Required"/>	Required
Total PIT Wages	<input type="text" value="Required"/>	Required
Total PIT Withheld	<input type="text" value="Required"/>	Required
Wage Item Count	<input type="text" value="Required"/>	Required

## Slide notes

Now complete the “Amended Wage Totals” section. Report the grand totals for all employees, not just the amended employees.



e-Services for Business X

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2. Import Wage File 3. Wage Information: 31-Dec-2017 Wage Report for xxx-xxxx-x 4. Employee Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

### Employee Information: 31-Dec-2017 Wage Report for xxx-xxxx-x

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

Number of Employees in 1st Month

Number of Employees in 2nd Month

Number of Employees in 3rd Month

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#### Wage Detail Totals

---

#### Amended Wage Totals

Total Subject Wages	<input type="text" value="1,400.00"/>
Total PIT Wages	<input type="text" value="0.00"/>
Total PIT Withheld	<input type="text" value="0.00"/>
Wage Item Count	<input type="text" value="2"/>

Select "Next"

Save Draft Cancel < Previous Next >

## Slide notes

When this is completed, select "Next."

The screenshot shows the EDD e-Services for Business website. The browser address bar displays "Secure | https://eddservices.edd.ca.gov". The navigation bar includes links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main header shows "Main" with "Settings" and "Log Out" options. The breadcrumb trail indicates the path: "Main > Account: xxx-xxxx-x > 31-Dec-2017 > Returns > Return > Wage Report". The progress bar shows the current step: "4. Employee Information: 31-Dec-2017 Wage Report for xxx-xxxx-x". The main heading is "Additional Information: 31-Dec-2017 Wage Report for xxx-xxxx-x". Under the "Amendment Information" section, there is a "Reason for Adjustment" label and a text input field with the placeholder "Enter your reason for adjustment here." and a "Required" indicator. A red box highlights the input field, and another red box highlights the "Next" button with the text "Select 'Next'". The footer includes links for "Desktop" and "Mobile", and a copyright notice for "Copyright © 2018 State of California".

## Slide notes

Enter the reason for adjusting this wage report. Select "Next" to continue.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page has a blue header with navigation links: [e-Services FAQs](#), [e-Services Tutorials](#), [Contact Payroll Taxes](#), and [Employer Services Online](#). Below the header is a "Main" section with a "Settings" gear icon and a "Log Out" lock icon. A breadcrumb trail reads: [Main](#) > [Account: xxx-xxxx-x](#) > [31-Dec-2017](#) > [Returns](#) > [Return](#) > [Wage Report](#).

A progress bar at the top of the main content area shows three steps: "4. Employee Information: 31-Dec-2017 Wage Report for xxx-xxxx-x", "5. Additional Information: 31-Dec-2017 Wage Report for xxx-xxxx-x", and "6. Declaration". The "6. Declaration" step is currently active.

The "Declaration" section contains the text: "I declare that the information herein is true and correct to the best of my knowledge." Below this text are five input fields, each with a "Required" label to its right:

- First Name  Required
- Last Name  Required
- Title  Required
- Phone Number  Required
- Email  Required

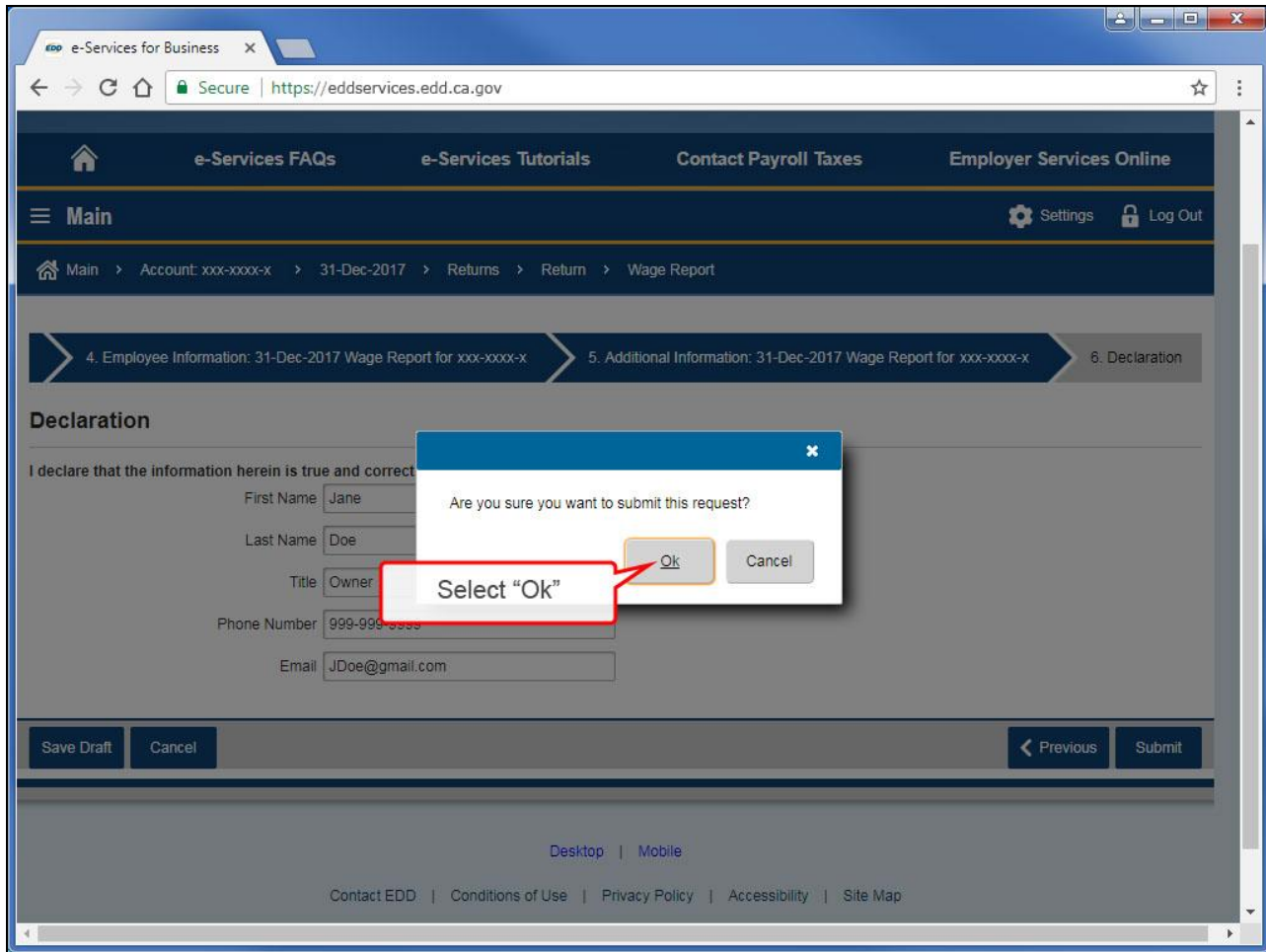
A red box highlights these five input fields. To the right of the input fields, another red box contains the text "Select 'Submit'", with a red arrow pointing to the "Submit" button.

At the bottom of the form, there are four buttons: "Save Draft", "Cancel", "< Previous", and "Submit".

The footer of the page includes links for [Desktop](#) and [Mobile](#), and a row of links: [Contact EDD](#), [Conditions of Use](#), [Privacy Policy](#), [Accessibility](#), and [Site Map](#).

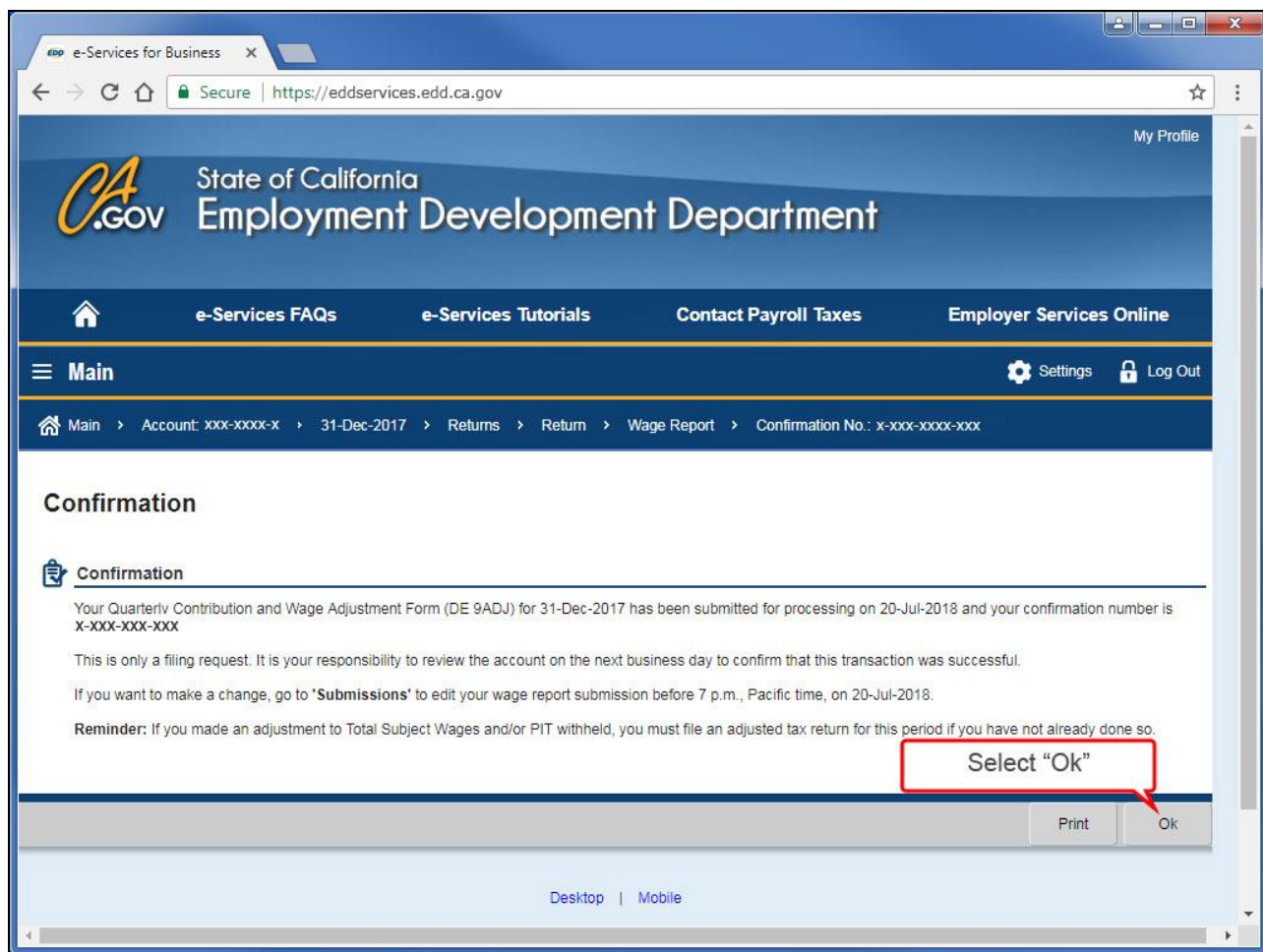
## Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



## Slide notes

Are you sure you want to submit this request? Select "Ok" to continue.



## Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "Ok."

Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to adjust a tax return and wage report on e-Services for Business.

Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.